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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.



March 3, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 21

To: Branch and Division Chiefs

From: F. J. Hughes, Chief, Administrative Services Division

Subject: Telephone Installations, Changes, and Removals

SECTION I - GENERAL

- A. The purpose of this Memorandum is to provide information, as well as procedure, for preparation of requests covering installations, changes, and removals of telephones and accessory equipment in the District of Columbia.
- B. The responsibility for handling all matters relating to telephones is vested in the Procurement Section of the Administrative Services Division. Requests for telephone services should be addressed and forwarded direct to the Chief of the Section.

SECTION II - DEFINITIONS

- A. The following terms, as used in this Memorandum, shall have the meanings indicated:
 - 1. Branch. A line running from the Department switchboard to an office.
 - 2. Main Station. The initial station or instrument, or point where the branch usually rings.
 - 3. Extension. Any station or instrument in addition to the initial station or instrument.
 - 4. Plan. A wiring plan for switching from one branch to another, or for holding calls, or for intercommunicating with another office or offices. The most common types are -
 - a. Plan 110. For talking on a single branch or intercommunicating, but without holding feature.
 - b. Plan 111. For talking on a single branch or holding call while intercommunicating.

- c. Plan 200. For talking on either of two branches or holding call on either while talking on the other, but without intercommunicating features.
 - d. Plan 202. For talking on either of two branches or holding call on either branch while intercommunicating or talking on the other branch.
 - e. Plan 203. For switching on either of two branches only.
 - f. Plan 204. For switching on any one of three branches only.
 - g. Plan 205. For switching on any one of four branches only.
 - h. Plan 206. For switching on any one of five branches only.
 - i. Plan 207. For talking on either of two branches or intercommunicating, but without holding feature.
 - j. Plan 208. For talking on either of three branches or intercommunicating, but without holding feature.
 - k. Plan 209. For talking on any one of three branches or holding call on any one while talking on either of the other two, but without intercommunicating feature.
 - l. Plan 210. For talking on any one of three branches or holding call on any one while intercommunicating or talking on either of the other two.
- 5. Rotary. Two or three branches with consecutive numbers which are so arranged that when the lower number is dialed and if busy, the higher number will automatically be picked up.
 - 6. Restricted. A branch over which calls cannot be made except through the Department or Federal switchboards.
 - 7. Nonrestricted. A branch over which calls may be made within or outside of the Government agencies.

SECTION III - METHOD OF EXPRESSION

- A. The illustrations of various types of services in this Section should be carefully studied and future requests expressed in similar form and language.

1. New Installations.

New Branch (Restricted) - Install main station in Room 2000.

New Branch (Nonrestricted) - Install main station with an extension in Room 2001.

New Branch (Nonrestricted) - Install main station in Room 2002 with an extension in Room 2003.

- New Branch (Restricted) - Install main station with an extension in Room 2004 and an extension in Room 2005.
- New Branch (Rotary-Restricted) - Install main station with Plan 203 for picking up new branch mentioned immediately below, in Room 2006.
- New Branch (Rotary-Nonrestricted) - Install main station with Plan 203 for picking up new branch mentioned immediately above, in Room 2006.
- New Branch (Rotary-Restricted) - Install main station in Room 2008 and extension in Room 2007, each to be equipped with a Plan 210 for picking up the two new branches mentioned immediately below.
- New Branch (Rotary-Nonrestricted) - Install main station with Plan 210 for picking up the two new branches mentioned immediately above and below, in Room 2008.
- New Branch (Rotary-Nonrestricted) - Install main station with Plan 210 for picking up the two new branches mentioned immediately above, in Room 2009. This branch is to ring in Room 2008.
- Branch 3110 - Install extension in Room 2009.
- Branch 3111 - Install Plan 203 on main station for picking up Branch 3112, in Room 2110.

2. Changes.

- Branch 3112 - Disconnect main station in Room 2111 and reconnect it in Room 2515.
- Branch 3113 - Disconnect main station and two extensions in Room 2112 and reconnect main station in Room 2516 with an extension in Room 2517.
- Branch 3114 - Disconnect main station and extension, each of which is equipped with a Plan 202 for picking up Branch 3115, in Room 2113 and reconnect main station in Room 2519 and extension in Room 2518, each to be equipped with a Plan 202 for picking up Branch 3115.
- Branch 3115 - Disconnect main station in Room 2113 and extension in Room 2114, each of which is equipped with a Plan 202 for picking up Branch 3114, and reconnect main station in Room 2519 and extension in Room 2520, each to be equipped with a Plan 202 for picking up Branch 3114.

3. Removals.

- Branch 3116 - Disconnect main station in Room 2115.

Branch 3117 - Disconnect main station in Room 2116 and two extensions in Room 2117.

Branch 3118 - Disconnect main station and Plan 203 for picking up Branch 3119 in Room 2118.

Branch 3119 - Disconnect main station with Plan 200 for picking up Branch 3118, in Room 2118.

SECTION IV - LIST OF PERSONNEL AFFECTED

- A. It is essential that the Personnel Division and the Department switch-board receive promptly information concerning the personnel affected whenever any telephone installations, changes or removals are made.
- B. Requests for telephone service will be honored only when accompanied with a list in duplicate of the personnel affected. Form AD-236 (Provided), copy of which is attached, will be used for this purpose.
- C. The original of the list will be attached to the request submitted by the Procurement Section to the Chief of the Telegraph and Telephone Section, Communications Division, Office of Plant and Operations, and the carbon copy forwarded to the Personnel Division.

F. J. King

Attachment: